

## Procedures for Appeals or Requests for Reconsideration

*All Easements held by the Maryland Historical Trust provide for an appeal in any event where the Director gives such notice of disapproval. Grantor may appeal the disapproval to the Board of Trustees of the Maryland Historical Trust for review by it or by such person or agency as may be designated by it to make such review. Appeal shall be made by notice to the Director given within the specified amount of time (as stated in the Easement document, typically forty-five (45) days) of receipt of notice of disapproval from the Director.*

*Submit a detailed letter (from owner of property) addressed to the Chairman of the Maryland Historical Trust Board of Trustees [Charles Edson.] in care of the Director of the Maryland Historical Trust [J. Rodney Little] and mailed to the address below, stating (in detail) the reason for appealing the decision by the Director of the MHT. Applications should include, and be limited to, only that information which was submitted to the MHT Easement Committee and Director to assist in their review, such as photos, architectural plans, drawings, etc. All letters from the Director should be included with the application. While attendance is not mandatory, it is strongly encouraged. An appeal case may be considered in an appellant's absence.*

*A schedule of MHT Board meetings is available from Kathy Monday at [kathy.monday@maryland.gov](mailto:kathy.monday@maryland.gov)*

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*The following is a list of procedures for the conduct of authorized appeals or requests for reconsideration to the Board from actions taken by the Director of the Trust or the Director's delegate or designee, as adopted by the MHT Board of Trustees on December 4, 2003:*

1. All written materials in support of an appeal or request for reconsideration shall be received by the Director at least 14 days prior to the Board meeting at which the appeal/request will be considered. All such material shall be provided by the appellant/requestor to the Director, and not to individual Board members. Any written material not so received will not be considered by the Board, provided that the Chairman, upon a showing of good cause, may vary or waive the 14 day requirement.
2. At the meeting, the Board shall first hear a presentation from the Trust staff on the background of the case. Following the staff presentation, the appellant or requestor, his/her representative(s) and agents, and all those presenting supporting information together shall be allotted up to 10 minutes to present any evidence or testimony supporting the appeal/request and to rebut the determination or action of the Director or the Director's delegate or designee.
3. After any presentation in support of the appeal/request, the appellant/requestor, his/her representative or agent, and anyone who has timely submitted materials in support of the appeal/request may provide a direct response to a question raised directly to him/her by a Board member, an Area Representative, or the Director of the Trust. The Chairman may establish a time limit for individual responses, as the Chairman deems appropriate for the orderly and efficient conduct of the meeting.
4. Prior to the meeting, the Trust shall give reasonable notice of these procedures to all persons filing an appeal/request or timely submitting information in support of an appeal/request.